

### Classification of [legitimate] expenses for student thesis research grants

Research expenditure has to be consistent with the research project for which the grant has been awarded. Expenses have to be recorded in detail itemized and in accordance with the following list of examples:

#### Operational Costs

##### 1. Remunerations:

Not available (In the case of student loans, the budget cannot be used for such purposes).

##### 2. Sundry/ Operational Expenses:

- payments for services, e.g. for the analysis of samples; hiring laborers to prepare a research site or create experimental plots, etc.
- hiring staff for the collection of data or samples.
- rental of a car or boat needed for the collection of data or samples.
- driver allowances (in cases where civil service transport is used).
- rental of equipment necessary for the collection of field data.
- repair of equipment which was damaged in the process of research.
- fees for information searches.

##### 3. Cost of Materials:

- supplies such as paper, pens, paper clips, staples, envelopes, film & development cost Xerox fees.
- fuel costs, e.g. car petrol.
- computer consumables, e.g. floppy discs, continuous paper printer toner/ink, electric circuit boards.
- scientific research materials such as chemicals, glassware, filter paper, gloves, culture media, pets for scientific or medical experiments, and other equipment relevant to a specific scientific discipline.
- agricultural materials, e.g. chemical fertilizer, plants, animal fodder, tree nursery materials, plastic canvas.
- electrical supplies such as power leads, bulbs, circuit boards.

##### 4. Communication costs:

- telephone fees – itemized receipts which show that the calls were made as part of the research project will be required.
- postage fees

#### Expenses which cannot be reimbursed:

1. remuneration for volunteers, research participants, interviewees, or sample populations.
2. compensation for specialists or experts.
3. thesis printing or Xeroxing costs.
4. bookbinding costs for the thesis or other reports.
5. costs of data analysis with tools such as SPSS
6. travel costs incurred in presenting the academic research.
7. cost of souvenirs/gifts for research participants, interviewees, , meeting participants, sample population, etc.
8. Cost of equipment: expense paid for durable things or long lasting or not waste or change in the short term such as printers, sound recorders, radio scanners, cameras, external hard drives, etc.

**Note:** Upon completion of the thesis research, remaining materials and equipment which is still usable remain with the department/faculty/research unit responsible for the graduate student's research project.